



JET PROPULSION LABORATORY  
CALIFORNIA INSTITUTE OF TECHNOLOGY

# REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: JC-2663-599415

FOR:

**VARIABLE TILT TERRAIN PLATFORM (VTTP)**

**PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:**

Date: **05/13/2005**

Local Time: 3:00 p.m.

## COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

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Title: Subcontracts Manager

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Date of Issuance: 4/15/2005

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#### **ATTACHMENTS TO THE SOLICITATION.** See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. *Both A and B Attachments can be found through the electronic address identified below.* Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

### 2. SPECIMEN CONTRACT, Dated [4/15/05]

## GENERAL INSTRUCTIONS

### 1.0 GENERAL REQUIREMENTS/INFORMATION

The effort to be performed will be in accordance with the Specimen Subcontract; if you choose to submit more than one proposal for this effort, each proposal must be responsive to JPL's requirements, independently complete and under separate cover. JPL reserves the right to retain all proposal information submitted in response to this RFP.

This RFP does not commit JPL or the United States Government to pay any proposal preparation and related costs incurred in the submission of your proposal. JPL reserves the right to reject all proposals.

#### 1.1 Address and Identification for Timely Handling of Proposal

Affix a yellow adhesive label to the envelope/container containing the original proposal, with JPL's address, the name of the individual designated on the cover page of this RFP (including the mail stop), and the RFP No. JC-2663-599415. All envelopes/containers must bear the RFP No.

#### 1.2 Hand-Carried Proposals

Hand-carried proposals must be delivered to JPL's Visitor Control Center, 4800 Oak Grove Drive, Pasadena, Building 249 for time/date stamping, between the hours of 7:30 a.m. - 4:30 p.m., Monday through Friday by the time and date stated on the RFP cover sheet.

#### 1.3 Data

If the proposal contains data that is not to be disclosed for any purpose other than for proposal evaluation, you must place on the cover sheet of each proposal volume the following wording:

"Data contained in pages \_\_\_\_\_ of this proposal furnished in connection with RFP No. JC-2663-599415 shall not be used or disclosed, except for evaluation purposes, provided that if a subcontract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the subcontract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

#### 1.4 Requests for Clarification/RFP Addenda

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing or by e-mail to the individual referenced by "Attention:" on the RFP cover page. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers as addenda to the RFP.

#### 1.5 Compliance With Export Control Laws and Regulations

In the performance of this RFP, JPL may exchange information or other technology which may be subject to the export control laws and regulations of the United States, including the International Traffic in Arms Regulations (ITAR), 22 C.F.R. 120-130 and the Export Administration Act Regulations (EAR), 15 C.F.R. 730-774). All proposing parties agree to fully comply with all such laws and regulations in the performance of this RFP.

## 2.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP will cause the entire proposal to be late. Late proposals will not be considered for award, except under any of the following circumstances:

- 2.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified mail or express mail “next-day service,” establishing the time of deposit must be evidenced.
- 2.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 2.3 No acceptable proposal(s) are received as of the proposal due date(s) and time.

NOTE: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received by the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

## 3.0 SOURCE EVALUATION AND SELECTION PROCESS

The basis of source selection is predicated on the following (JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.):

- 3.1 Proposals will be evaluated in the areas of technical and management as described in the Technical/Management Proposal Instructions of the RFP. Although cost/price will not be scored, the proposed cost/price is a substantial factor in source selection but is approximately equal in importance to the combined technical and management areas. Source selection will be based on the responsive, responsible (within the meaning of Federal Acquisition Regulation 9.1) offeror whose proposal is determined to represent the best value to JPL. The closer the proposers are in the qualitative (evaluated) technical and/or management areas, the more important cost/price can become. JPL may select for negotiations a source whose qualitative merits are lower but whose lower cost/price is commensurate with providing the best overall “value.” Conversely, a source may be selected whose cost/price is higher, but their higher qualitative merits are commensurate with providing best overall “value. The proposal evaluation process is as follows:
  - 3.1.1 Proposals are evaluated against the pre-set areas of evaluation outlined in the Technical/Management Proposal Instructions of the RFP. An analysis of the cost/price details (if applicable) is performed and proposed costs/prices are compared.
  - 3.1.2 Cost/price proposals are reviewed for mathematical accuracy, rate application, price omissions, and price reasonableness. If the Buy American Act or rent-free use of Government-furnished property applies, the cost/price will be adjusted as required for the purpose of evaluation.
  - 3.1.3 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer(s) should be included in the competitive range. Such pre-competitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to: (i) validate the proposed cost/price; (ii) to clarify omissions, ambiguities and uncertainties in the proposal’s supplemental business/cost

information; and to clarify relevant past performance information. Proposers not considered within the competitive range are eliminated from further consideration and are so notified.

- 3.1.4 JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined to be within the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by verifying strengths and weaknesses, discussing any omissions and ambiguities, verifying the validity of the proposed cost/price, assessing the proposed personnel and examining the proposer's capabilities for performing the work. JPL may also request cost/price proposal deltas in order to correct errors, omissions, or ambiguities in the proposal. NOTE: Only those cost/price deltas specifically requested by JPL will be accepted.
- 3.1.5 For proposals on cost type subcontracts, JPL's final evaluation may include completing a thorough assessment of the cost realism of each cost estimate and comparing the cost estimates. In performing this assessment, JPL may develop a "probable cost" for each proposer. "Probable cost" is defined as JPL's best estimate of the cost of any contract that is most likely to result from the offeror's proposal.
- 3.1.6 Upon completion of the initial evaluation findings, any discussions, and any cost/price delta(s), a final evaluation is conducted resulting in the selection of a Subcontractor(s) for negotiations. In performing its cost assessment related to proposals for cost reimbursement subcontract (but typically not for fixed priced), JPL may develop a "probable cost" for each proposer, which is JPL's best estimate of the cost of any contract that is most likely to result from the offeror's proposal (Note: JPL reserves the right to reject all proposals).

#### 4.0 EXCEPTIONS TO THE GENERAL PROVISIONS (GPS) AND/OR ADDITIONAL GENERAL PROVISIONS (AGPS)

- 4.1 Exceptions allowed: A large number of exceptions or one or more significant exceptions to the GPs and/or AGPs may make your proposal unacceptable for evaluation. Provide a detailed explanation, including the rationale, for any exceptions you take. Proposers who submit proposals with exceptions may be selected for negotiations. However; if an agreement cannot be negotiated, your proposal may be rejected.

## VOLUME I: TECHNICAL/MANAGEMENT PROPOSAL INSTRUCTIONS

Present and organize your proposal in accordance with the following:

### 1.0 MANDATORY QUALIFICATION(s)

- 1.1 There are no Mandatory Qualification Criteria for this RFP.

### 2.0 OPTION EVALUATION

- 2.1 The Specimen Subcontract contains an Option Article. Both the basic Subcontract requirements and the Subcontract Option Article will be evaluated for source selection purposes as follows:

- ☒ The cost/price estimate and the credibility thereof.  
☒ Technical/Management merit (as determined by the below Part 3.0).

### 3.0 TECHNICAL/MANAGEMENT PROPOSAL INSTRUCTIONS

#### 3.1 INTRODUCTORY INSTRUCTIONS

***JPL will evaluate Volume I of your proposal based on the information asked for in the below "INSTRUCTIONS," in respect to the degree to which your proposal meets the requirements/needs of the Specimen Subcontract. The degree to which the requirements/needs are met may include any number of considerations, such as the suitability of the various areas of the technical/management approach(es), the level of understanding of the requirements, the extent of insight into the technical/management challenges and their solution(s), the effectiveness of management structure, the relevancy of corporate and/or personnel experience, etc., as is appropriate for each area of evaluation.***

TECHNICAL/MANAGEMENT EVALUATION CRITERIA AND ORGANIZATION				
TECHNICAL/MANAGEMENT CRITERIA AND THEIR WEIGHTING		PROPOSAL ORGANIZATION		
Criteria	Weighting	No. of Copies	Maximum Page Limit	
			Recom-mended	Re-quired
<b>TECHNICAL/MANAGEMENT CRITERIA</b>		10	None	None
<b>T1 - Technical Approach</b>  The degree to which the proposer's technical approach will lead to the production of a Variable Tilt Terrain Platform that will operate satisfactorily in the specified environments, meeting or exceeding the applicable specifications and functional requirements of the Specimen Contract.  Factor 1: Design and Development Methodology Factor 2: Analysis Capability Factor 3: Testing Methodology Factor 4: System Interfaces	400			

<p>T2 – System Quality</p> <p>This criterion is based on the degree to which the proposer’s approach will lead to a high quality product that meets or exceeds all relevant safety standards and will provide continued low maintenance operation</p>	200	
<p>T3 - Long Term Use and Maintenance</p> <p>This criterion is based on the overall ease of use and maintenance free operation. JPL is seeking a system that minimizes the amount of regular maintenance and upkeep required to keep the VTTP operational. JPL is also seeking a system that requires minimal training to certify individuals for occasional use.</p>	200	
<p>M1 - Management and Implementation Approach</p> <p>The degree to which the proposer’s management approach provides for effective organization, implementation and monitoring and control of the effort.</p> <p>Factor 1: Management Approach Factor 2: Capability and Availability of Key Personnel</p>	200	
Total Score Possible:	1,000	

#### 4.0 TECHNICAL/MANAGEMENT CRITERIA AND FACTORS

Any factors listed below under the criteria are not weighted for evaluation and are not listed in any order of importance.

##### 4.1 Criterion T1 – Technical Approach

This criterion is based on the degree to which the proposer’s technical approach will lead to the production of a VTTP that will operate satisfactorily in the specified environments, meeting or exceeding the applicable specifications and functional requirements of the Specimen Contract.

##### 4.1.1 Design and Development Methodology (Factor 1)

- 4.1.1.1 Describe in detail the VTTP design and its components: actuation system, tilt-table primary structure, support structure, walkways and personnel areas, storage areas.
- 4.1.1.2 Describe in detail the electrical and control system.
- 4.1.1.3 Describe in detail any and all safety related items.
- 4.1.1.4 Describe how earthquake loading has been accounted for in the design of the VTTP.
- 4.1.1.5 Describe in detail the terrain pallets and their storage system and how it is used and operated.

- 4.1.1.6 Describe how your method of water drainage and terrain protection will operate and what if any maintenance requirements are needed to ensure its continued operation. *Note: a highly reliable cover is extremely important. If the terrain ever gets wet it can take months of down time before the sand dries out enough to be able to test on it.*
- 4.1.1.7 Describe how your system will satisfy the various outdoor exposure requirements.
- 4.1.1.8 Describe your approach for the fabrication, transport, installation and commissioning of the VTTP.
- 4.1.1.9 Describe the facilities and equipment that will be used to design and fabricate the VTTP and discuss their availability during the time period of the contract.
- 4.1.1.10 Identify any unresolved design/development issues, the extent to which these open issues might affect the delivery schedule outlined in the Specimen Contract, and your approach for resolution.
- 4.1.1.11 Describe the screeding system, how it operates, how it integrates to the VTTP, and how it is stored and modified for the 2 different platform configurations.
- 4.1.2 Analysis Capability (Factor 2)
  - 4.1.2.1 Address in detail your company's abilities in performing the necessary analysis to design and develop the VTTP with the technical specifications presented in the Specimen Contract.
  - 4.1.2.2 Describe the results of any analysis performed on the VTTP in preparation for this proposal.
- 4.1.3 Testing Methodology (Factor 3)
  - 4.1.3.1 Describe VTTP design features that will be used by JPL for diagnostics, health monitoring and preventative maintenance activities.
  - 4.1.3.2 Describe how you intend to verify that your hardware deliverables meet the requirements in the Specimen Contract, prior to and after delivery to JPL. Please list specific tests or category of tests to be performed.
  - 4.1.3.3 Describe the test facilities, instrumentation, and equipment that you intend to use in the development and test of the VTTP.
- 4.1.4 System Interfaces (Factor 4)
  - 4.1.4.1 Describe how your design will interface with the JPL foundation (mechanical, electrical, etc...). Provide estimated weights and foundation loading and interface requirements.
  - 4.1.4.2 Identify the expected electrical power requirements for the system.



#### 4.2 Criterion T2 – System Quality

This criterion is based on the degree to which the proposer's approach will lead to a high quality product that meets or exceeds all relevant safety standards and will provide continued low maintenance operation.

- 4.2.1 Describe the how your design meets or exceeds all relevant requirements for this class of structure.
- 4.2.2 Describe your company's past experience, over the past 10 years, building and providing actuated structures of similar scale, highlighting those projects which are most similar to the one described in the Specimen Contract, and those which are most recent in your history.
- 4.2.3 Identify what factors of safety will be used for the design of the major components such as: terrain platform structure, terrain platform hinges, primary support structure, pallets and pallet storage system. Specifically address torque/force margins in any motion control components.

#### 4.3 Criterion T3 – Long Term Use and Maintenance

This criterion is based on the overall ease of use and maintenance free operation. JPL is seeking a system that minimizes the amount of regular maintenance and upkeep required to keep the VTTP operational. JPL is also seeking a system that requires minimal training to certify individuals for occasional use.

- 4.3.1 Describe the operation and maintenance requirements of the VTTP and describe the aspects of the design that minimize long term maintenance and maximize its long term ease-of-use.
- 4.3.2 Describe why your selected method of actuation will provide the safest, most reliable, trouble free operation compared to other methods of actuation
- 3.3.2 Describe the nature of the training required to certify individuals for 1) operation of the VTTP 2) maintenance of the VTTP.
- 3.3.3 Describe any other features of your system that make it low maintenance and easy to use.

#### 4.4 Criterion M2 – Management and Implementation Approach

This criterion is based on the degree to which the proposer's management approach provides for effective organization, implementation and monitoring and control of the effort.

##### 4.4.1 Management Approach (Factor 1)

- 4.4.1.1 Describe your intended management plan for executing the work effort in the Specimen Contract, addressing, as a minimum, the following:
  - 4.4.1.1.1 Project organization and functional roles.
  - 4.4.1.1.2 Detailed Work Breakdown Structure (WBS).
  - 4.4.1.1.3 Detailed project schedule, identifying project reserve and critical path.

- 4.4.1.1.4 Management and control of technical performance, schedule and technical/schedule margins.
    - 4.4.1.1.5 Intended subcontractors and subcontract management plans, including subcontracted test facilities.
    - 4.4.1.1.6 Meeting or exceeding the schedule.
- 4.4.2 Capability and Availability of Key Personnel (Factor 2)
  - 4.4.2.1 Identify, by name and function, your proposed key personnel.
  - 4.4.2.2 Discuss the percentage of time each of these individuals will be dedicated to this work effort, their availability, and their qualifications for their functional assignment.
  - 4.4.2.3 Provide resumes for your proposed key personnel.

## VOLUME II: COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal.

### 1.0 PROPOSAL PRICING

- 1.1 Provide a total price for the total effort as described in the Specimen Subcontract, Article 1 – Statement of Work and Delivery Instructions.
- 1.2 Provide a total price for the item as described in the Specimen Subcontract, Article 3. Option Article.

### 2.0 LIMITATION OF JPL's OBLIGATION

The Specimen Subcontract contains an Article entitled "Limitation of JPL's Obligation" which includes a funding JPL internal profile regarding JPL's maximum termination liability during each phase of the program. A proposal which is conditioned on JPL's agreement to an alternate termination liability profile may be rejected. Nevertheless, this does not mean that your budgeted costs must be proposed in accordance with this termination liability funding profile. You are free to propose your budgeted costs in any manner which satisfies the requirements of the subcontract. Once again, this will be a fixed-priced subcontract. You can therefore choose to assume some risk relative to accepting a subcontract with a fixed JPL termination liability funding profile.

### 3.0 SPECIAL TOOLING AND SPECIAL TEST EQUIPMENT

Describe each item of Special Tooling and Special Test Equipment proposed; indicate where and when each item is to be used and the extent of usage.

### 4.0 PROGRESS PAYMENTS

Progress payments will be allowed under this Subcontract in accordance with the Additional General Provision entitled "Progress Payments" or "Progress Payments (Small Business)" incorporated into the Specimen Subcontract.

### 5.0 PROVISIONAL PARTIAL PAYMENTS

JPL will allow provisional partial payments on only those items so identified in Article 2 of the Specimen Subcontract. If you desire provisional partial payments your proposal must contain adequate detail to support the reasonableness of each payment proposed. **CAUTION:** Unbalanced pricing of the proposed partial payments schedule may result in JPL's refusal to allow partial payments.

### 6.0 SMALL START-UP SUBCONTRACT

Schedule demands may require the issuance of a small start-up subcontract. To facilitate the issuance of such, those subcontractors determined to be in the competitive range *may* be required to provide the following:

- 6.1 The estimated cost for each sub-task scheduled to be initiated in the first 6 weeks, or TDB, of the subcontract either as a stand alone sub-proposal or as a specifically identified portion of the overall proposal.
- 6.2 The estimated cost for each long-lead purchased part or assembly. Long-lead is identified as any purchased item that would impact the critical path based upon the Specimen Subcontract Article 1, if not purchased within four months of award.

7.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

7.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource.

7.2 License and Royalty Information

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

7.3 Attachments

The Section of this RFP entitled “Attachments” consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B Attachments consist of forms and documents for informational purposes only and can be accessed via the electronic address provided below. Hard copies of the Group B Attachments will be mailed by request only. Note that the Group B Attachments are very important and may be required under the Subcontract.



## ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

**NOTE TO PROPOSERS:** Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒. See: <http://acquisition.jpl.nasa.gov/groupb.htm>

**GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:**

Attachment	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input checked="" type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input checked="" type="checkbox"/> A-4	JPL Contractor Safety and Health Notification (Form 2885) ( <i>Page 6 to be signed and submitted with proposal</i> )
<input type="checkbox"/> A-5	Acknowledgment - CREI Contract (form JPL 2384-3)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	Acknowledgment – RSA Subcontract (form JPL 2384-8)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	(RESERVED)
<input type="checkbox"/> A-13	(RESERVED)
<input checked="" type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

**GROUP B - For information only:**

Attachment	Title and Form Number
<input checked="" type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input type="checkbox"/> B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input checked="" type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246) (form JPL 2899)
<input type="checkbox"/> B-9.1	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
<input type="checkbox"/> B-9.2	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
<input type="checkbox"/> B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input type="checkbox"/> B-11	Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
<input type="checkbox"/> B-12	(RESERVED)
<input type="checkbox"/> B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input type="checkbox"/> B-14	(RESERVED)
<input type="checkbox"/> B-15	(RESERVED)
<input type="checkbox"/> B-16	(RESERVED)
<input type="checkbox"/> B-17	JPL Contractor Safety and Health Notification (form JPL 2885)
<input type="checkbox"/> B-18	(RESERVED)
<input checked="" type="checkbox"/> B-19	Additional General Provisions – Safety and Health (If applicable, plans required before award)